

## **CHAPTER IX. WEBSITES**

This chapter explains how to navigate through the DGS, Procurement Division, Office of Small Business (SB) and Disabled Veteran Business Enterprise (DVBE) Services website. This chapter provides step-by-step instructions on how to search for and locate Small Businesses, Micro Businesses and DVBEs within the state. Instructions are also provided for how to verify the status of a SB and/or DVBE, how to download a list of vendors and e-blast a message to vendors in the database.

In addition, this website will get the advocate on the path to developing an **INTRANET** website for its procurement personnel if one does not already exist. Such a website can be a great tool for a large department with many decentralized procurement centers. When building your Intranet site also refer to the internal training section in Chapter 7.

Registering as an advocate or updating information

Department of General Services - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media RSS Mail Print Word PDF People

Address <http://www.dgs.ca.gov/default.htm>

Links Windows Windows Media All Printers CalPERS Business Connection Intranet

California Home Tuesday, April 4, 2006

Welcome to *California*

**DGS Home Page**

**Services**

- [Strategic Sourcing Initiative](#)
- [State Surplus Property](#)
- [Contracts Register](#)
- [Capitol West Side Projects](#)
- SAM**
- [SAM Management Memos](#)
- [Job Opportunities](#)
- [Examinations](#)
- [Search](#)
- [About DGS](#)
- [Directory](#)
- [Publications](#)
- [Contact Us](#)
- [Disclaimer](#)
- [DGS Press Releases](#)

**Department of General Services**

@ your service...

**GOVERNOR Schwarzenegger**  
Click To Visit His Home Page

**Strategic Sourcing Initiative**

**AMBER ALERT CALIFORNIA**

**Find...**  
[Solutions](#)  
[Doing Business](#)  
[About Us](#)

**State Telephone Directory**

**Energy Alerts**

**Asset Realignment**

[Auto Auctions](#)  
[Bid Opportunities](#)  
[Business Cards for State Employees](#)  
[CMAS](#)  
[Master Agreements](#)  
[Register a Purchase \(SCPRS\)](#)  
[State Meeting and Video Conference rooms](#)  
[School Construction](#)  
[Small Business and DVBE](#)  
[Standard Forms](#)  
[Surplus Vehicles, Property and Real Estate](#)  
[More...](#)

[State of California to Award System Integration Contract to BearingPoint](#)  
-- March 13, 2006

[Schwarzenegger Administration Unveils "Green California" Web Site](#)  
-- February 8, 2006

Done Internet

start 1:59 PM

## Registering as an advocate or updating information

**Small Business & DVBE Services Home (New) - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

Address <http://www.pd.dgs.ca.gov/smbus/default.htm>

Links Windows Windows Media All Printers CalPERS Business Connection Intranet

- [DVBE Business Utilization Plan](#) (Revised 5/04) (PDF)
- [DVBE Declarations, STD. 843](#)
- [DVBE Program Requirements, STD. 840](#) (Revised 9/15/03) (PDF)
- [DVBE Resource Packet](#) (Revised 11/04) (PDF)
- [Find Certified DVBEs](#)

**Small Business Participation**

- [About the Small Business Five Percent Bid Preference](#)
- [Achieving Small Business Participation](#)
- [Microbusiness Definition](#)

**More DVBE, Small Business, & Related Contracting Information**

- [SB/DVBE & Consulting Services Reports](#)
- [DVBE & Small Business Advocates](#)
- [Events](#)
- [Legislation & Executive Orders](#)
- [Prompt Payment Program](#)
  - [Nonprofit Organization Registration for Prompt Payment Benefits](#)
  - [Prompt Payment Rubber Stamp](#)
- [Publications](#)
- [Quarterly Announcements](#)
- [Related Websites](#)
- [Small Business/DVBE Newsletter](#) (Added 1/6/06)

**Need Help? Contact Us**

- [Office of Small Business and DVBE Services](#)

**Quick Links**

- [Departmental 810 Forms Received by DGS \(3/8/05\)](#)
- [Small Business Regulations](#)
- [State Agency Recognition Awards \(SARA\) \(2005\)](#)
- [Best SB/DVBE Practices](#)
- [DVBE Program Changes](#) (Eff. 1/1/04)
- [AB 669 Impact on Small Businesses & DVBEs; & SB 1008 Impact on DVBEs](#)

**Business Opportunities**

- [Establishing a Business in California](#)
- [How to Do Business With the State](#)
- [California Multiple Award Schedule \(CMAS\)](#)
- [California State Contracts Register \(CSCR\)](#)
- [California Strategic Sourcing Initiative \(CSSI\)](#)
- [CSCR Contractor Advertisements](#)
- [CSCR Subscription Outreach Service \(SOS\)](#)
- [State Commodity Contracts](#)
- [State Master Agreements](#)

Click on the DVBE & SB Advocates link

## Registering as an advocate or updating information

**Small Business & DVBE Services Home (New) - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

Address <http://www.pd.dgs.ca.gov/smbus/default.htm>

Links Windows Windows Media All Printers CalPERS Business Connection Intranet

- [DVBE Business Utilization Plan](#) (Revised 5/04) (PDF)
- [DVBE Declarations, STD. 843](#)
- [DVBE Program Requirements, STD. 840](#) (Revised 9/15/03) (PDF)
- [DVBE Resource Packet](#) (Revised 11/04) (PDF)
- [Find Certified DVBEs](#)

**Small Business Participation**

- [About the Small Business Five Percent Bid Preference](#)
- [Achieving Small Business Participation](#)
- [Microbusiness Definition](#)

**More DVBE, Small Business, & Related Contracting Information**

- [SB/DVBE & Consulting Services Reports](#)
- [DVBE & Small Business Advocates](#)
- [Events](#)
- [Legislation & Executive Orders](#)
- [Prompt Payment Program](#)
  - [Nonprofit Organization Registration for Prompt Payment Benefits](#)
  - [Prompt Payment Rubber Stamp](#)
- [Publications](#)
- [Quarterly Announcements](#)
- [Related Websites](#)
- [Small Business/DVBE Newsletter](#) (Added 1/6/06)

**Need Help? Contact Us**

- [Office of Small Business and DVBE Services](#)

**Departmental 810 Forms Received by DGS (3/8/05)**

- [Small Business Regulations](#)
- [State Agency Recognition Awards \(SARA\) \(2005\)](#)
- [Best SB/DVBE Practices](#)
- [DVBE Program Changes](#) (Eff. 1/1/04)
- [AB 669 Impact on Small Businesses & DVBEs & SB 1008 Impact on DVBEs](#)

**Quick Links**

- [SB & DVBE Advocates Directory](#)
- [SB & DVBE Events](#)
- [KTP/VOBE, May 3-4, 2006](#)

**Business Opportunities**

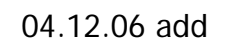
- [Establishing a Business in California](#)
- [How to Do Business With the State](#)
- [California Multiple Award Schedule \(CMAS\)](#)
- [California State Contracts Register \(CSCR\)](#)
- [California Strategic Sourcing Initiative \(CSSI\)](#)
- [CSCR Contractor Advertisements](#)
- [CSCR Subscription Outreach Service \(SOS\)](#)
- [State Commodity Contracts](#)
- [State Master Agreements](#)

**Click on the DVBE & SB Advocates link**

http://www.pd.dgs.ca.gov/smbus/advocate.htm

start | Internet | 2:06 PM

## 4



## Registering as an advocate or updating information

Small Business Advocates Directory Update Form - Microsoft Internet Explorer


File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media RSS Print Mail News Groups

Address <http://www.pd.dgs.ca.gov/sbop/sbadvocate.htm>

Links Windows Windows Media All Printers CalPERS Business Connection Intranet

[DGS Home Page](#)  
[Procurement Home](#)  
[Selling to the State](#)  
[Direct Purchases](#)  
[Assisted Purchases](#)  
[Financial Marketplace](#)  
[Transportation](#)  
[Consulting](#)  
[Training](#)  
[Policy & Procedure](#)  
[Publications & Forms](#)  
[Site Map](#)  
[Contact Us](#)



**Procurement DGS**

My CA This Site

**Small Business Advocates Directory Update Form**

**Are you the Small Business Advocate?**

☐ Yes ☐ No

If yes, please provide the following information for the Small Business Advocate Directory.

**Are you replacing someone who was previously assigned to this role?**

☐ Yes ☐ No

If yes, please list the name, if known:

Please mark the appropriate box and complete the information below as appropriate.

☐ New Advocate ☐ Update

**Name:**

**Department:**

**Mailing Address:**

**Telephone:**

**Fax:**

Complete the form and click submit. Your information has now been updated or added to the system.

Done Internet

start Inbox - Microsoft O... Document1 - Micros... SB & DVBE Advocate... Small Business Advo... 2:08 PM

# DGS Contact Information



## **DGS Procurement Division Homepage:**

- <http://www.pd.dgs.ca.gov>

## **California Strategic Sourcing Initiative:**

Here are contract manager contacts:

- <http://www.pd.dgs.ca.gov/StratSourcing/ContractContacts.htm> .

## **For CSSI Reports**

- <http://www.documents.dgs.ca.gov/pd/strategic/CSSIContractsSB-DVBEContacts.pd>

## **Certification Compliance Issues:**

**Contact:** Gloria Anderson

**Phone:** (916) 375-4936

**Email:** gloria.anderson <<mailto:gloria.anderson@dgs.ca.gov>>@dgs.ca.gov  
<<mailto:osdchelp@dgs.ca.gov>>

## **Contracting Activity Report:**

Contracting Activity Reports

- Small Business, Micro-business, and DVBE Contracting Activity Report
- Consulting Services Contract Report
- Ethnicity, Race, Gender, Women, Minority & DVBE Report

**Contact:** Ron Wright

**Email:** ron.wright@dgs.ca.gov <<mailto:ron.wright@dgs.ca.gov>>

**Phone:** (916) 375-4943

Compliance regarding contracts, including DVBE enforcement:

- <http://www.pd.dgs.ca.gov/disputes/default.htm> then there's a link for "contact us".

**SB/DVBE Advocate Webpage:**

- <http://www.pd.dgs.ca.gov/smbus/advocate.htm#sdad>

**Information on how to do business with the state:**

- <http://www.pd.dgs.ca.gov/sell/default.htm>

**Benefits & eligibility requirements of SB certification:**

- <http://www.pd.dgs.ca.gov/smbus/sbcert.htm>

**Benefits & eligibility requirements of DVBE certification:**

- <http://www.pd.dgs.ca.gov/smbus/dvbecert.htm>

**California State Contracts Register:**

- <https://www.cscr.dgs.ca.gov/cscr/>

**Links to California SB and DVBE services:**

- <http://www.pd.dgs.ca.gov/smbus/default.htm>

**Links to other state, federal, county and non-governmental websites (SB Development Centers & DVBE Organizations):**

- <http://www.pd.dgs.ca.gov/smbus/relatedsites.htm#federal>



# Sample E-Mail Responses To Suppliers & Contractors

**NOTE TO ADVOCATES:** These are **SAMPLE** e-mail responses to suppliers and/or contractors. Since each Department/Agency is structured differently (centralized vs. decentralized), modification to this language will be necessary in order to meet your organizational needs.

## **FOR NON-IT GOODS & SERVICES**

Thank you for your interest in doing business with ***Your Department's Name!***

\*\*\*Our purchasing of goods and contracting for services is decentralized, so you are welcome to send your business information to our various offices statewide.

For a listing of our district offices, check out our department's Small Business & DVBE website at: [www.yourdepartment.ca.gov](http://www.yourdepartment.ca.gov). Under "Business Opportunities" click on "Small Business & DVBE.", you will find our district office addresses, as well as other small business & DVBE information.

\*\*\*I attached a listing of our District Administrative Chiefs. If your company sells goods or contracts for services they can direct you to their purchasing staff or contracting official at their district office.

If your company is interested in state contracting opportunities, the **California State Contracts Register (CSCR)** is a great resource that lists ads for all **strategically sourced contracting opportunities**, plus other services and construction contracts over \$5,000, commodity contracts valued at more than \$25,000, and IT goods contracts valued at more than \$100,000. Go to [www.cscr.dgs.ca.gov/cscr](http://www.cscr.dgs.ca.gov/cscr)

If you are interested in automatically receiving contracting opportunity advertisements from the CSCR to your desktop or fax, register on-line with the **Department of General Services (DGS) Subscription Outreach Service (SOS)**. Spend your time responding to bidding opportunities instead of searching for them! For more information go to: [www.cscr.dgs.ca.gov/cscr/sosdesc.asp](http://www.cscr.dgs.ca.gov/cscr/sosdesc.asp)

\*\*\***Find out about the new California Strategic Sourcing Initiative (CSSI) contracting opportunities.** Basically Strategic Sourcing is a way to achieve savings by consolidating, renegotiating and automating state contracts. **There are new opportunities for small businesses and DVBEs** to attend partnering workshops that coincide with Strategic Sourcing bidders' conferences. Find a calendar of CSSI events and announcements at: [www.pd.dgs.ca.gov/StratSourcing/statusreports](http://www.pd.dgs.ca.gov/StratSourcing/statusreports)

\*\*\***Subscribe to the CSSI Website update service.** This information notifies you, via e-mail, whenever the CSSI Website is updated with critical information. To register for this free service, go to: [www.pd.dgs.ca.gov/StratSourcing/statusreports](http://www.pd.dgs.ca.gov/StratSourcing/statusreports)

If you need further information or assistance, please let me know at your convenience. Again, thank you for your interest in doing business with *Your Department's Name!*

## **FOR IT-GOODS & SERVICES**

Thank you for doing business with *Your Department's Name!*

\*\*\*The purchasing of goods and contracting for services for our department is decentralized. If your company is interested in seeking IT contracting opportunities for goods and services, please see the attached listing of our Department's

Information Technology Contracts: You are welcome to contact them directly to find out what our IT needs are and if there are any IT projects that are in the works.

If your company is interested in state contracting opportunities, the **California State Contracts Register (CSCR)** is a great resource that lists adds for all **strategically sourced contracting opportunities**, plus other services and construction contracts over \$5,000, commodity contracts valued at more than \$25,000, and IT goods contracts at more than \$100,000. Go to [www.cscr.dgs.ca.gov/cscr](http://www.cscr.dgs.ca.gov/cscr)

IF you are interested in automatically receiving contracting opportunity advertisements from the CSCR to your desktop or fax, register on-line with the **Department of General Services (DGS) Subscription Outreach Service (SOS)**. Spend you time responding to bidding opportunities instead of searching for them! For more information go to: [www.cscr.dgs.ca.gov/cscr/sosdesc.asp](http://www.cscr.dgs.ca.gov/cscr/sosdesc.asp)

\*\*\***Find out about the new California Strategic Sourcing Initiative (CSSI)** Contracting opportunities. Basically, Strategic Sourcing is a way to achieve savings by consolidating, renegotiating and automating state contracts. **There are new opportunities for small business and DVBE's** to attend partnering workshops that coincide with Strategic Sourcing bidders' conferences. Find a calendar of CSSI events and announcements at: [www.pd.dgs.ca.gov/StratSourcing/statusreports](http://www.pd.dgs.ca.gov/StratSourcing/statusreports)

\*\*\***Subscribe to the CSSI Website update service.** This section notifies you, via e-mail, whenever the CSSI website is updated with critical information. To register for this free service, go to: [www.pd.dgs.ca.gov/StratSourcing/statusreports](http://www.pd.dgs.ca.gov/StratSourcing/statusreports)

If you need further information or assistance, please let me know at your convenience. Again, thank you for your interest in doing business with *Your Department's Name!*



OSDC Firm Search - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail

Address <https://www.apps.dgs.ca.gov/OSDCSearch/OSDCSearch.aspx> Go Links

**Search**

[Certified Firm Profile Login](#)

[Suspended Firms](#)

[Suspension Definition](#)

[DVBE and Small Business Program Violations and Sanctions](#)

[SB/DVBE Services Home](#)

**Search For Firm(s)**

**Certification Type** ?  
Select one or more.

☒ Disabled Veteran Business Enterprise (DVBE)

☐ Small Business (SB) [Includes Microbusiness]

☐ Microbusiness (MB)

**Business Type** ?  
Select one or more.

☐ Construction ☐ Non-manufacturer

☐ Manufacturer ☒ Service

**Keywords** ?  
To search for multiple Keywords, separate Keywords with a space.

mail

**Business Location**

**City** ?  
Hold the CTRL key to select up to 3 Cities.

ALL CITIES  
29 PALMS  
ACAMPO  
ACTON

**Service Area** ?  
Where services or goods can be provided.

☒ All Areas

☐ Statewide

☐ Choose location from map

**Zip Code(s)** ?  
To search for multiple Zip Codes, separate with commas.

Reset Include SIC Codes in Search Search

Done Internet

Start OSDC Firm Se... BIS Download - ... DVBE Advocate... Dispute Resolut...

Enter your search criteria

- Certification Type
- Business Type
- Keywords (if applicable)
- Business Location
- Service Area
- Zip Code
- SIC (if applicable)

Click on Search

Search Results - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail News RSS Feeds

Address <https://www.apps.dgs.ca.gov/OSDCSearch/OSDCSearchResults.aspx> Go Links

**Search Results**

**Search Criteria**  
Certification Type(s): DVBE, Business Type(s): Service, Keywords= 'mail',

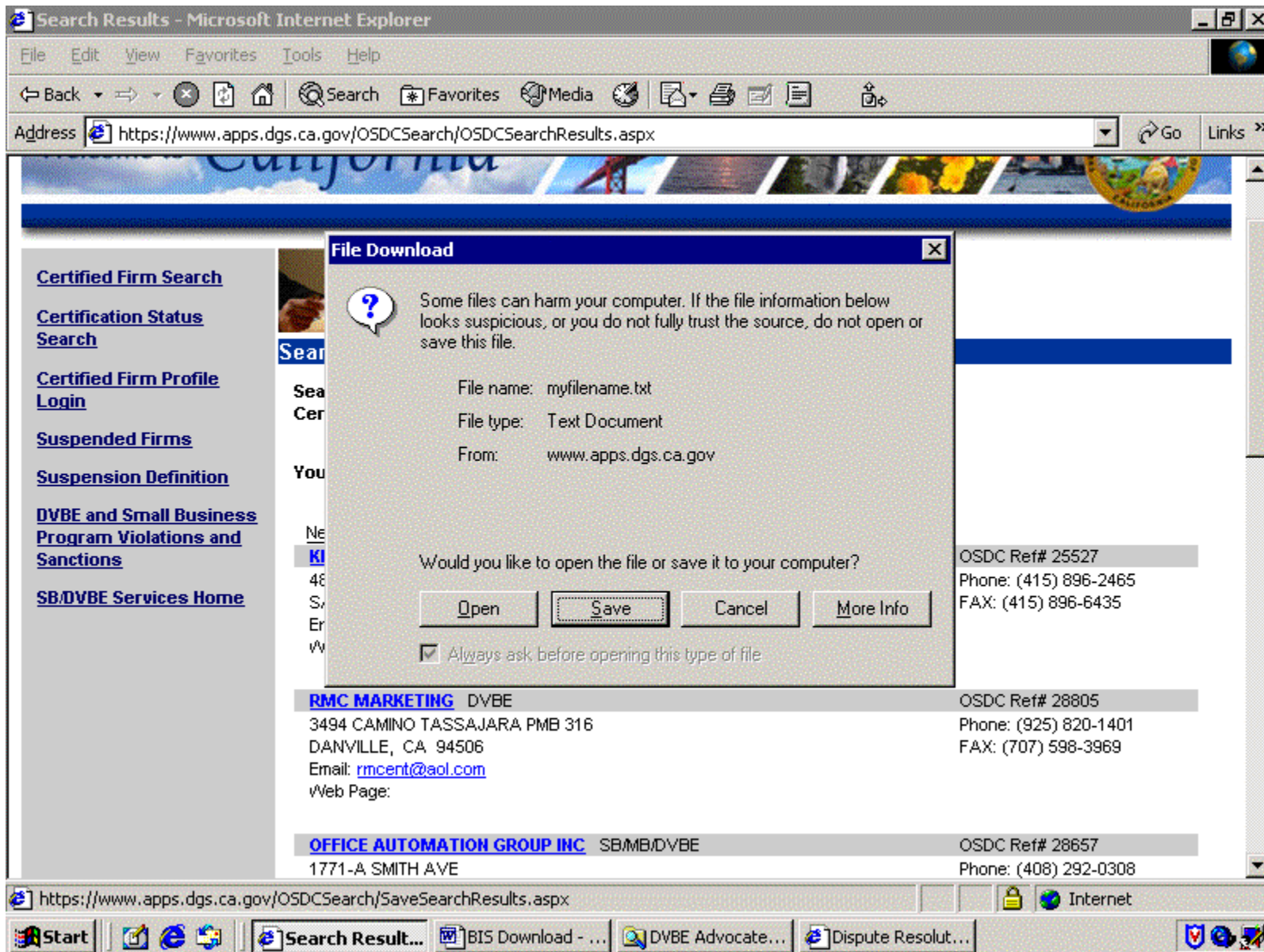
Your search found a total of 10 record(s).

[New Search](#) [Modify Search](#) [Export all 10 Search Result Records](#)

<b>KELCO COMPUTING SOLUTIONS</b> SB/MB/DVBE 480 SECOND ST STE 300 SAN FRANCISCO, CA 94107 Email: <a href="mailto:info@kelcompute.com">info@kelcompute.com</a> Web Page: <a href="http://www.kelcompute.com">http://www.kelcompute.com</a>	OSDC Ref# 25527 Phone: (415) 896-2465 FAX: (415) 896-6435
<b>RMC MARKETING</b> DVBE 3494 CAMINO TASSAJARA PMB 316 DANVILLE, CA 94506 Email: <a href="mailto:rmcent@aol.com">rmcent@aol.com</a> Web Page:	OSDC Ref# 28805 Phone: (925) 820-1401 FAX: (707) 598-3969
<b>OFFICE AUTOMATION GROUP INC</b> SB/MB/DVBE 1771-A SMITH AVE	OSDC Ref# 28657 Phone: (408) 292-0308

Your results will appear.

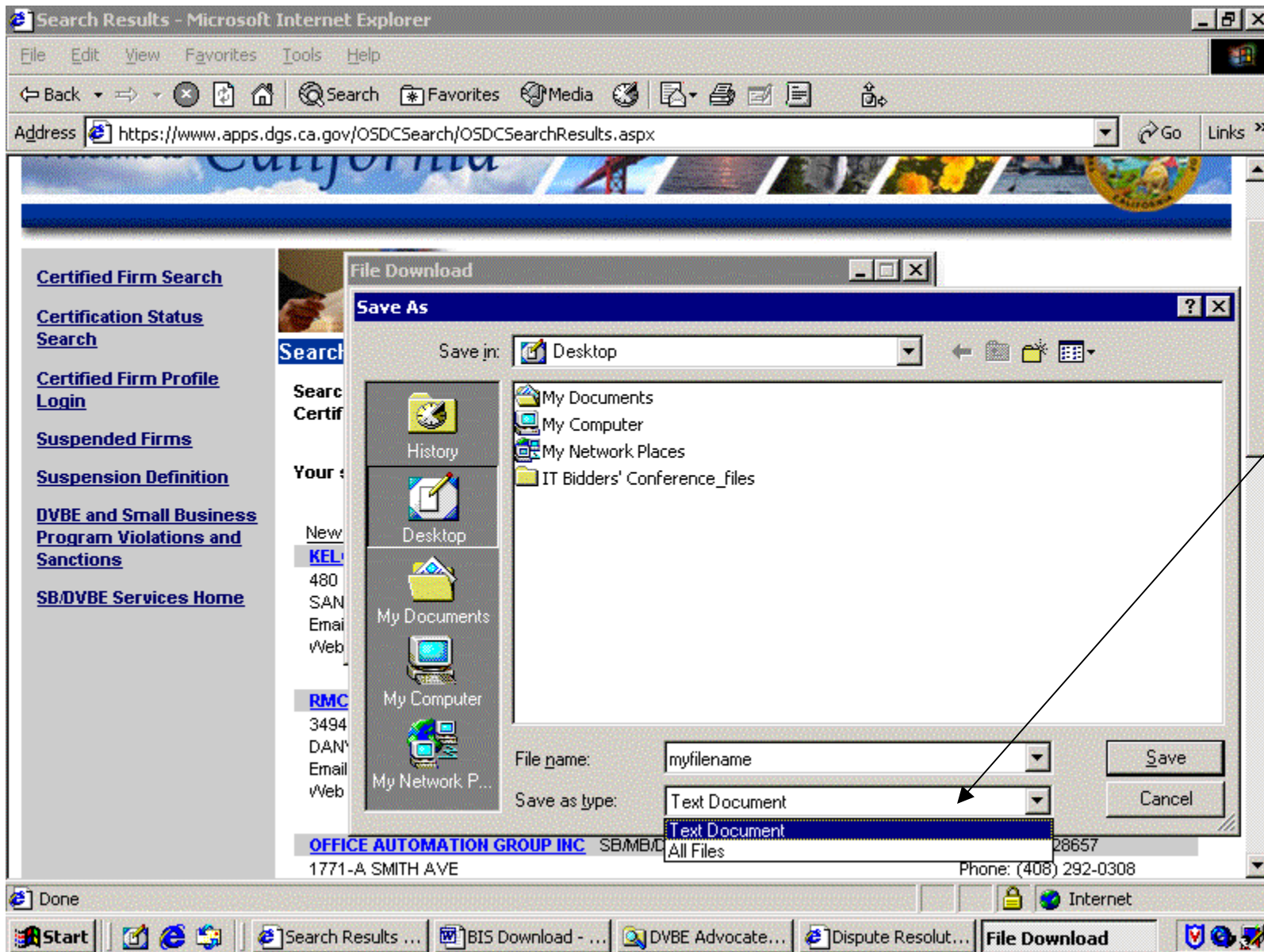
Click on "Export all \_\_ Search Result Records"

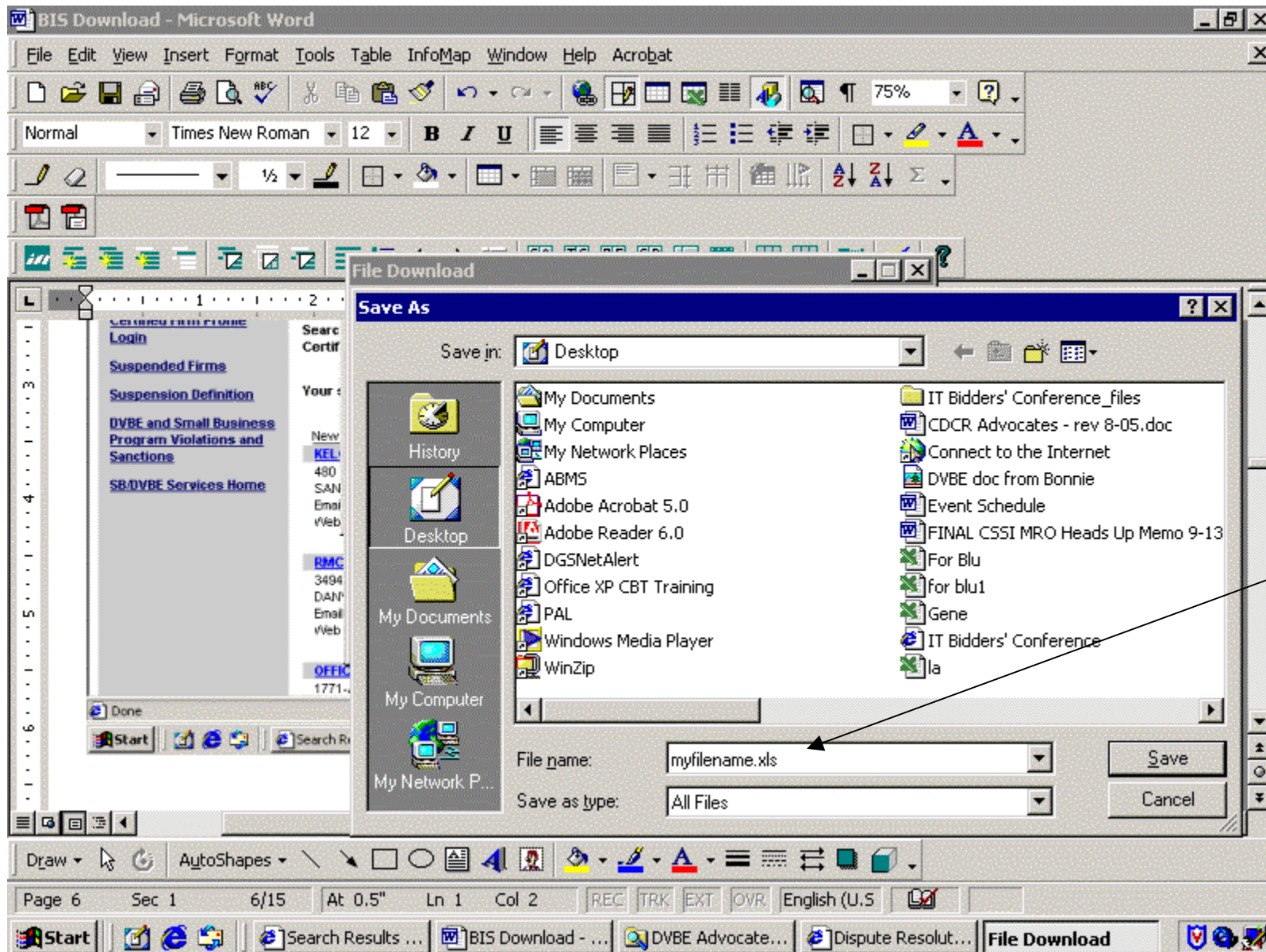


You'll receive  
this prompt

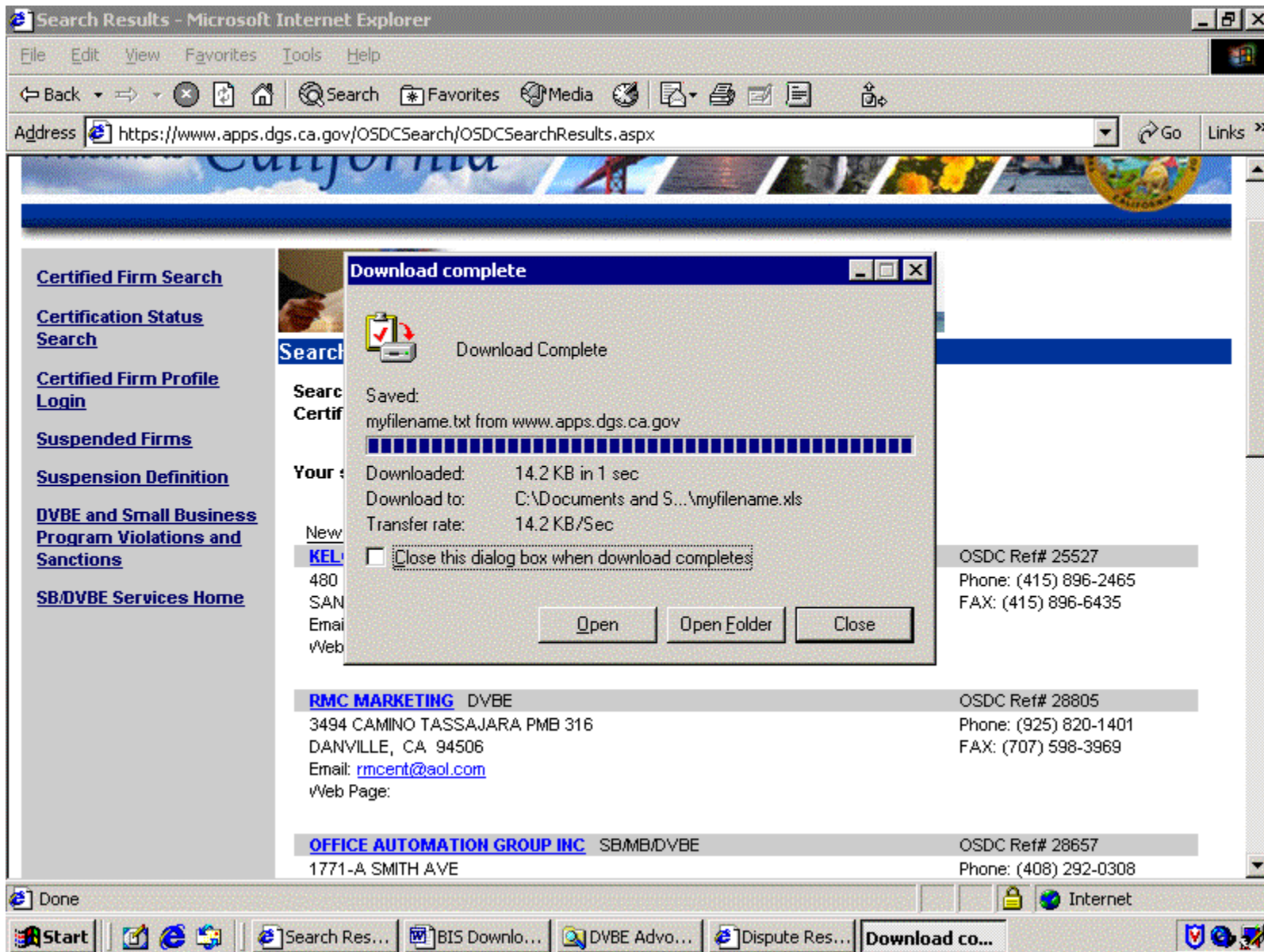
Click on  
"Save"











You will receive  
this message.

Click on "Open"

Microsoft Excel - myfilename

File Edit View Insert Format Tools Data Window Help Acrobat

A1 = Ref\_Number,"Firm\_Name","Address","City","State","ZIP","Home\_Page","EMail","Phone","Fax","Bus\_Type","Cert\_Type","Cert\_Start\_Date","Cert\_End\_Date","SIC\_Code","SIC\_Description"

	A	B
1	Ref_Number,"Firm_Name","Address","City","State","ZIP","Home_Page","EMail","Phone","Fax","Bus_Type","Cert_Type","Cert_Start_Date","Cert_End_Date","SIC_Code","SIC_Description"	
2	7,"DAVIS COPY & PRINTING","1028 BIENVILLE ST","DAVIS","CA","95616","",,"garven@pacbell.net","(530) 753-5734","",,"SERVIC	
3	7,"DAVIS COPY & PRINTING","1028 BIENVILLE ST","DAVIS","CA","95616","",,"garven@pacbell.net","(530) 753-5734","",,"SERVIC	
4	496,"MULTIMEDIA DESIGNS","1200 CONCORD AVE STE 120","CONCORD","CA","94520","www.multimediadesigns.org","swilliar	
5	496,"MULTIMEDIA DESIGNS","1200 CONCORD AVE STE 120","CONCORD","CA","94520","www.multimediadesigns.org","swilliar	
6	496,"MULTIMEDIA DESIGNS","1200 CONCORD AVE STE 120","CONCORD","CA","94520","www.multimediadesigns.org","swilliar	
7	496,"MULTIMEDIA DESIGNS","1200 CONCORD AVE STE 120","CONCORD","CA","94520","www.multimediadesigns.org","swilliar	
8	496,"MULTIMEDIA DESIGNS","1200 CONCORD AVE STE 120","CONCORD","CA","94520","www.multimediadesigns.org","swilliar	
9	496,"MULTIMEDIA DESIGNS","1200 CONCORD AVE STE 120","CONCORD","CA","94520","www.multimediadesigns.org","swilliar	
10	496,"MULTIMEDIA DESIGNS","1200 CONCORD AVE STE 120","CONCORD","CA","94520","www.multimediadesigns.org","swilliar	
11	496,"MULTIMEDIA DESIGNS","1200 CONCORD AVE STE 120","CONCORD","CA","94520","www.multimediadesigns.org","swilliar	
12	39774,"PURPLE HEART PRINTING","2 SOTO GRANDE DR","DANA POINT","CA","92629","www.purpleheartprinting.com","jzdano	
13	25527,"KELCO COMPUTING SOLUTIONS","480 SECOND ST STE 300","SAN FRANCISCO","CA","94107","http://www.kelcomput	
14	25527,"KELCO COMPUTING SOLUTIONS","480 SECOND ST STE 300","SAN FRANCISCO","CA","94107","http://www.kelcomput	
15	25527,"KELCO COMPUTING SOLUTIONS","480 SECOND ST STE 300","SAN FRANCISCO","CA","94107","http://www.kelcomput	
16	25527,"KELCO COMPUTING SOLUTIONS","480 SECOND ST STE 300","SAN FRANCISCO","CA","94107","http://www.kelcomput	
17	25527,"KELCO COMPUTING SOLUTIONS","480 SECOND ST STE 300","SAN FRANCISCO","CA","94107","http://www.kelcomput	
18	25527,"KELCO COMPUTING SOLUTIONS","480 SECOND ST STE 300","SAN FRANCISCO","CA","94107","http://www.kelcomput	
19	25527,"KELCO COMPUTING SOLUTIONS","480 SECOND ST STE 300","SAN FRANCISCO","CA","94107","http://www.kelcomput	
20	25527,"KELCO COMPUTING SOLUTIONS","480 SECOND ST STE 300","SAN FRANCISCO","CA","94107","http://www.kelcomput	
21	25527,"KELCO COMPUTING SOLUTIONS","480 SECOND ST STE 300","SAN FRANCISCO","CA","94107","http://www.kelcomput	
22	25527,"KELCO COMPUTING SOLUTIONS","480 SECOND ST STE 300","SAN FRANCISCO","CA","94107","http://www.kelcomput	
23	25527,"KELCO COMPUTING SOLUTIONS","480 SECOND ST STE 300","SAN FRANCISCO","CA","94107","http://www.kelcomput	
24	35937,"SOURCEONE COMMUNICATIONS","4210 MASON LANE","SACRAMENTO","CA","95821","",,"info@socomm.us","(916) 48	
25	35937,"SOURCEONE COMMUNICATIONS","4210 MASON LANE","SACRAMENTO","CA","95821","",,"info@socomm.us","(916) 48	
26	35937,"SOURCEONE COMMUNICATIONS","4210 MASON LANE","SACRAMENTO","CA","95821","",,"info@socomm.us","(916) 48	

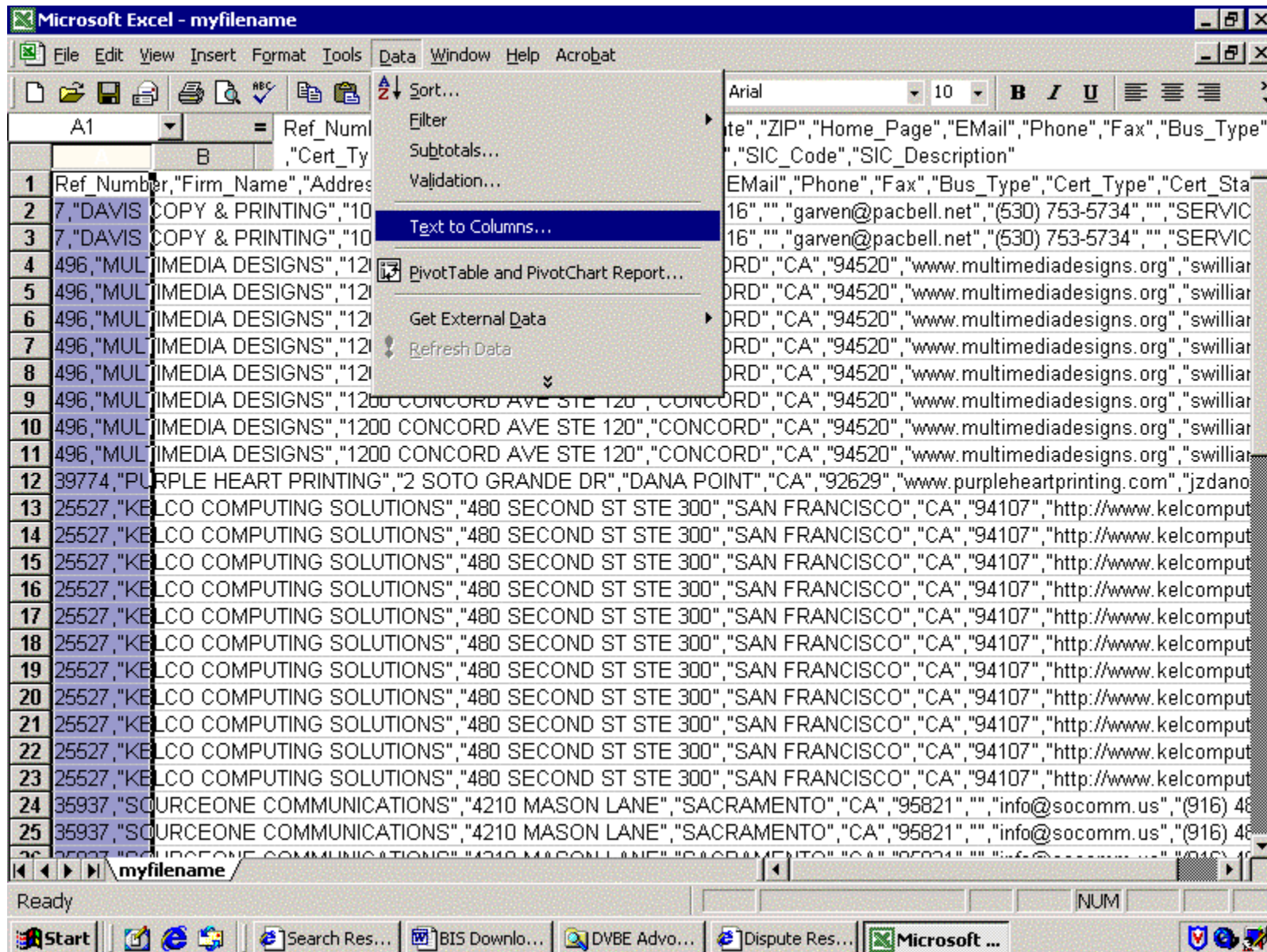
myfilename

Ready

NUM

Start Search Res... BIS Downlo... DVBE Advo... Dispute Res... Microsoft ...

You'll open the excel spreadsheet.



Highlight the first row, go to "Data on your toolbar and select "Text to Columns""

Microsoft Excel - myfilename

File Edit View Insert Format Tools Data Window Help Acrobat

A1 = Ref\_Number,"Firm\_Name","Address","City","State","ZIP","Home\_Page","EMail","Phone","Fax","Bus\_Type"  
 "Cert\_Type","Cert\_Start\_Date","Cert\_End\_Date","SIC\_Code","SIC\_Description"

**Convert Text to Columns Wizard - Step 1 of 3**

The Text Wizard has determined that your data is Delimited.  
 If this is correct, choose Next, or choose the data type that best describes your data.

Original data type

Choose the file type that best describes your data:

☒ Delimited - Characters such as commas or tabs separate each field.  
☐ Fixed width - Fields are aligned in columns with spaces between each field.

Preview of selected data:

1	Ref_Number,"Firm_Name","Address","City","State","ZIP","Home_Page
2	7,"DAVIS COPY & PRINTING","1028 BIENVILLE ST","DAVIS","CA","956
3	7,"DAVIS COPY & PRINTING","1028 BIENVILLE ST","DAVIS","CA","956
4	496,"MULTIMEDIA DESIGNS","1200 CONCORD AVE STE 120","CONCORD","
5	496,"MULTIMEDIA DESIGNS","1200 CONCORD AVE STE 120","CONCORD","

Cancel < Back Next > Finish

Ready

Start Search Res... BIS Downlo... DVBE Advo... Dispute Res... Microsoft ...

When you receive this prompt, click the "Next" button



Microsoft Excel - myfilename

File Edit View Insert Format Tools Data Window Help Acrobat

A1 = Ref\_Number,"Firm\_Name","Address","City","State","ZIP","Home\_Page","EMail","Phone","Fax","Bus\_Type"  
 "Cert\_Type","Cert\_Start\_Date","Cert\_End\_Date","SIC\_Code","SIC\_Description"

**Convert Text to Columns Wizard - Step 2 of 3**

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters

☒ Tab ☐ Semicolon ☒ Comma ☐ Treat consecutive delimiters as one

☐ Space ☐ Other:  Text qualifier:

Data preview

Ref_Number	Firm_Name	Address	City
7	DAVIS COPY & PRINTING	1028 BIENVILLE ST	DAVIS
7	DAVIS COPY & PRINTING	1028 BIENVILLE ST	DAVIS
496	MULTIMEDIA DESIGNS	1200 CONCORD AVE STE 120	CONCORD
496	MULTIMEDIA DESIGNS	1200 CONCORD AVE STE 120	CONCORD

Cancel < Back Next > Finish

Ready

Start Search Res... BIS Downlo... DVBE Advo... Dispute Res... Microsoft ...

Select the  
"Comma"  
box and  
select  
"Finish"

Microsoft Excel - myfilename												
File Edit View Insert Format Tools Data Window Help Acrobat												
A1 = Ref_Number												
	B	C	D	E	F	G	H	I	J	K	L	
1	Ref_Numb	Firm_Nam	Address	City	State	ZIP	Home_Page	EEmail	Phone	Fax	Bus_Type	Cert_Type
2	7	DAVIS CO	1028 BIEN	DAVIS	CA	95616		garven@pa	(530) 753-5734		SERVICE	DVBE
3	7	DAVIS CO	1028 BIEN	DAVIS	CA	95616		garven@pa	(530) 753-5734		SERVICE	DVBE
4	496	MULTIME	1200 CON	CONCOR	CA	94520	www.multi	swilliams@	(925) 356-2	(925) 889-2	SERVICE	DVBE
5	496	MULTIME	1200 CON	CONCOR	CA	94520	www.multi	swilliams@	(925) 356-2	(925) 889-2	SERVICE	DVBE
6	496	MULTIME	1200 CON	CONCOR	CA	94520	www.multi	swilliams@	(925) 356-2	(925) 889-2	SERVICE	DVBE
7	496	MULTIME	1200 CON	CONCOR	CA	94520	www.multi	swilliams@	(925) 356-2	(925) 889-2	SERVICE	DVBE
8	496	MULTIME	1200 CON	CONCOR	CA	94520	www.multi	swilliams@	(925) 356-2	(925) 889-2	SERVICE	DVBE
9	496	MULTIME	1200 CON	CONCOR	CA	94520	www.multi	swilliams@	(925) 356-2	(925) 889-2	SERVICE	DVBE
10	496	MULTIME	1200 CON	CONCOR	CA	94520	www.multi	swilliams@	(925) 356-2	(925) 889-2	SERVICE	DVBE
11	496	MULTIME	1200 CON	CONCOR	CA	94520	www.multi	swilliams@	(925) 356-2	(925) 889-2	SERVICE	DVBE
12	39774	PURPLE H2	SOTO G	DANA POI	CA	92629	www.purpl	jzdanowsk	(949) 496-1	(949) 496-1	SERVICE	DVBE
13	25527	KELCO CO	480 SECO	SAN FRAN	CA	94107	http://www	info@kelcc	(415) 896-2	(415) 896-8	SERVICE	DVBE
14	25527	KELCO CO	480 SECO	SAN FRAN	CA	94107	http://www	info@kelcc	(415) 896-2	(415) 896-8	SERVICE	DVBE
15	25527	KELCO CO	480 SECO	SAN FRAN	CA	94107	http://www	info@kelcc	(415) 896-2	(415) 896-8	SERVICE	DVBE
16	25527	KELCO CO	480 SECO	SAN FRAN	CA	94107	http://www	info@kelcc	(415) 896-2	(415) 896-8	SERVICE	DVBE
17	25527	KELCO CO	480 SECO	SAN FRAN	CA	94107	http://www	info@kelcc	(415) 896-2	(415) 896-8	SERVICE	DVBE
18	25527	KELCO CO	480 SECO	SAN FRAN	CA	94107	http://www	info@kelcc	(415) 896-2	(415) 896-8	SERVICE	DVBE
19	25527	KELCO CO	480 SECO	SAN FRAN	CA	94107	http://www	info@kelcc	(415) 896-2	(415) 896-8	SERVICE	DVBE
20	25527	KELCO CO	480 SECO	SAN FRAN	CA	94107	http://www	info@kelcc	(415) 896-2	(415) 896-8	SERVICE	DVBE
21	25527	KELCO CO	480 SECO	SAN FRAN	CA	94107	http://www	info@kelcc	(415) 896-2	(415) 896-8	SERVICE	DVBE
22	25527	KELCO CO	480 SECO	SAN FRAN	CA	94107	http://www	info@kelcc	(415) 896-2	(415) 896-8	SERVICE	DVBE
23	25527	KELCO CO	480 SECO	SAN FRAN	CA	94107	http://www	info@kelcc	(415) 896-2	(415) 896-8	SERVICE	DVBE
24	35937	SOURCE	4210 MAS	SACRAME	CA	95821		info@soco	(916) 484-1	(916) 484-1	SERVICE	DVBE
25	35937	SOURCE	4210 MAS	SACRAME	CA	95821		info@soco	(916) 484-1	(916) 484-1	SERVICE	DVBE
26	35937	SOURCE	4210 MAS	SACRAME	CA	95821		info@soco	(916) 484-1	(916) 484-1	SERVICE	DVBE

ReadySum=1244689NUM

StartSearch Res...BIS Downlo...DVBE Advo...Dispute Res...Microsoft ...

Your results should be converted.

Microsoft Excel - myfilename

File Edit View Insert Format Tools Data Window Help Acrobat

Sort... Filter AutoFilter Show All Advanced Filter...

Subtotals... Validation... Text to Columns... PivotTable and PivotChart Report... Get External Data Refresh Data

1	Ref_Num	Firm_Nam	Address	C	J	K	L
2	7	DAVIS CO	1028 BIEN				
3	7	DAVIS CO	1028 BIEN				
4	496	MULTIME	1200 CON				
5	496	MULTIME	1200 CON				
6	496	MULTIME	1200 CON				
7	496	MULTIME	1200 CON				
8	496	MULTIME	1200 CON				
9	496	MULTIME	1200 CON				
10	496	MULTIME	1200 CON				
11	496	MULTIME	1200 CON				
12	39774	PURPLE H2	SOTO G DANA POI				
13	25527	KELCO CO	480 SECO SAN FRAN				
14	25527	KELCO CO	480 SECO SAN FRAN				
15	25527	KELCO CO	480 SECO SAN FRAN				
16	25527	KELCO CO	480 SECO SAN FRAN				
17	25527	KELCO CO	480 SECO SAN FRAN				
18	25527	KELCO CO	480 SECO SAN FRAN				
19	25527	KELCO CO	480 SECO SAN FRAN				
20	25527	KELCO CO	480 SECO SAN FRAN				
21	25527	KELCO CO	480 SECO SAN FRAN				
22	25527	KELCO CO	480 SECO SAN FRAN				
23	25527	KELCO CO	480 SECO SAN FRAN				
24	35937	SOURCEC	4210 MAS SACRAME				
25	35937	SOURCEC	4210 MAS SACRAME				

Ready Sum=1244689 NUM

Start Search Res... BIS Downlo... DVBE Advo... Dispute Res... Microsoft ...

Highlight the first row, and select "Data" and "Advanced filter" from your toolbar.

Microsoft Excel - myfilename

File Edit View Insert Format Tools Data Window Help Acrobat

A1 = Ref\_Number

	A	B	C	D	E	F	G	H	I	J	K	L
	Ref_Num	Firm_Nam	Address	City	State	ZIP	Home_Pag	EEmail	Phone	Fax	Bus_Type	Cert_Typ
1	7	DAVIS CO	1028 BIEN	DAVIS	CA	95616		garven@pe	(530) 753-5734		SERVICE	DVBE
2	7	DAVIS CO	1028 BIEN	DAVIS	CA	95616		garven@pe	(530) 753-5734		SERVICE	DVBE
3	496	MULTIME	1200 CON	CONCOR				s@ (925) 356-2	(925) 889-2		SERVICE	DVBE
4	496	MULTIME	1200 CON	CONCOR				s@ (925) 356-2	(925) 889-2		SERVICE	DVBE
5	496	MULTIME	1200 CON	CONCOR				s@ (925) 356-2	(925) 889-2		SERVICE	DVBE
6	496	MULTIME	1200 CON	CONCOR				s@ (925) 356-2	(925) 889-2		SERVICE	DVBE
7	496	MULTIME	1200 CON	CONCOR				s@ (925) 356-2	(925) 889-2		SERVICE	DVBE
8	496	MULTIME	1200 CON	CONCOR				s@ (925) 356-2	(925) 889-2		SERVICE	DVBE
9	496	MULTIME	1200 CON	CONCOR				s@ (925) 356-2	(925) 889-2		SERVICE	DVBE
10	496	MULTIME	1200 CON	CONCOR				s@ (925) 356-2	(925) 889-2		SERVICE	DVBE
11	496	MULTIME	1200 CON	CONCOR				s@ (925) 356-2	(925) 889-2		SERVICE	DVBE
12	39774	PURPLE F2	SOTO G	DANA PO				sk (949) 496-	(949) 496-		SERVICE	DVBE
13	25527	KELCO CO	480 SECO	SAN FRA				lcc (415) 896-2	(415) 896-8		SERVICE	DVBE
14	25527	KELCO CO	480 SECO	SAN FRA				lcc (415) 896-2	(415) 896-8		SERVICE	DVBE
15	25527	KELCO CO	480 SECO	SAN FRA				lcc (415) 896-2	(415) 896-8		SERVICE	DVBE
16	25527	KELCO CO	480 SECO	SAN FRA				lcc (415) 896-2	(415) 896-8		SERVICE	DVBE
17	25527	KELCO CO	480 SECO	SAN FRA				lcc (415) 896-2	(415) 896-8		SERVICE	DVBE
18	25527	KELCO CO	480 SECO	SAN FRA	CA	94107	http://www	info@kelcc	(415) 896-2	(415) 896-8	SERVICE	DVBE
19	25527	KELCO CO	480 SECO	SAN FRA	CA	94107	http://www	info@kelcc	(415) 896-2	(415) 896-8	SERVICE	DVBE
20	25527	KELCO CO	480 SECO	SAN FRA	CA	94107	http://www	info@kelcc	(415) 896-2	(415) 896-8	SERVICE	DVBE
21	25527	KELCO CO	480 SECO	SAN FRA	CA	94107	http://www	info@kelcc	(415) 896-2	(415) 896-8	SERVICE	DVBE
22	25527	KELCO CO	480 SECO	SAN FRA	CA	94107	http://www	info@kelcc	(415) 896-2	(415) 896-8	SERVICE	DVBE
23	25527	KELCO CO	480 SECO	SAN FRA	CA	94107	http://www	info@kelcc	(415) 896-2	(415) 896-8	SERVICE	DVBE
24	35937	SOURCEC	4210 MAS	SACRAME	CA	95821		info@soco	(916) 484-	(916) 484-	SERVICE	DVBE
25	35937	SOURCEC	4210 MAS	SACRAME	CA	95821		info@soco	(916) 484-	(916) 484-	SERVICE	DVBE
26	35937	SOURCEC	4210 MAS	SACRAME	CA	95821		info@soco	(916) 484-	(916) 484-	SERVICE	DVBE

Advanced Filter

Action:

☒ Filter the list, in-place

☐ Copy to another location

List range: \$A\$1:\$A\$59

Criteria range:

Copy to:

☒ Unique records only

OK Cancel

Ready Sum=1244689 NUM

Start Search Res... BIS Downlo... DVBE Advo... Dispute Res... Microsoft ...

When this prompt comes up, select "Unique records only".



Microsoft Excel - myfilename

File Edit View Insert Format Tools Data Window Help Acrobat

A1 = Ref\_Number

	B	C	D	E	F	G	H	I	J	K	L	
1	Ref_Numb	Firm_Nam	Address	City	State	ZIP	Home_Pag	EEmail	Phone	Fax	Bus_Type	Cert_Typ
2	7	DAVIS CO	1028 BIEN	DAVIS	CA	95616		garven@pe	(530) 753-5734		SERVICE	DVBE
4	496	MULTIME	1200 CON	CONCOR	CA	94520	www.mult	swilliams@	(925) 356-2	(925) 889-2	SERVICE	DVBE
12	39774	PURPLE F2	SOTO G	DANA POI	CA	92629	www.purpl	jzdanowsk	(949) 496-	(949) 496-	SERVICE	DVBE
13	25527	KELCO CO	480 SECO	SAN FRAN	CA	94107	http://www	info@kelco	(415) 896-2	(415) 896-8	SERVICE	DVBE
24	35937	SOURCEC	4210 MAS	SACRAME	CA	95821		info@soco	(916) 484-	(916) 484-	SERVICE	DVBE
28	25187	CA DVBE	3144 PAL	MCCLELL	CA	95652	www.kopi	rdaniels@	(916) 641-	(916) 641-	SERVICE	DVBE
32	30987	DESIGNNI	1247 LOS	CHULA VI	CA	91910		cain7@co	(619) 216-8	(619) 216-8	SERVICE	DVBE
36	28805	RMC MAR	3494 CAM	DANVILLE	CA	94506		rmcent@a	(925) 820-	(707) 598-3	SERVICE	DVBE
41	28657	OFFICE A	1771-A SM	SAN JOSE	CA	95112	www.oagi	mwdyer@	(408) 292-0	(408) 904-5	SERVICE	DVBE
43	20609	TRINITY G	3045 65TH	SACRAME	CA	95820	www.tingov	tgsadmin@	(916) 978-9	(916) 455-2	SERVICE	DVBE
60												
61												
62												
63												
64												
65												
66												
67												
68												
69												
70												
71												
72												
73												
74												

myfilename

10 of 58 records found

Sum=235986

NUM

Start

Search Res...

BIS Downlo...

DVBE Advo...

Dispute Res...

Microsoft ...

Your data is now filtered. You can copy and paste the email addresses for an eblast.



How to find a CMAS Vendor

Department of General Services - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail

Address <http://www.dgs.ca.gov/default.htm>

Links Windows Windows Media All Printers CalPERS Business Connection Intranet

California Home Tuesday, April 4, 2006

Welcome to *California*

**Department of General Services** 

[DGS Home Page](#)  
[Services](#)  
[Strategic Sourcing Initiative](#)  
[State Surplus Property](#)  
[Contracts Register](#)  
[Capitol West Side Projects](#)  
[SAM](#)  
[SAM Management](#)  
[Memos](#)  
[Job Opportunities](#)  
[Examinations](#)  
[Search](#)  
[About DGS](#)  
[Directory](#)  
[Publications](#)  
[Contact Us](#)  
[Disclaimer](#)  
[DGS Press Releases](#)

  
@ your service...



[Auto Auctions](#)  
[Bid Opportunities](#)  
[Business Cards for State Employees](#)  
[CMAS](#)  
[Master Agreements](#)  
[Register a Purchase \(SCPRS\)](#)  
[State Meeting and Video Conference rooms](#)  
[School Construction](#)  
[Small Business and DVBE](#)  
[Standard Forms](#)  
[Surplus Vehicles, Property and Real Estate](#)  
[More...](#)

[State of California to Award System Integration Contract to BearingPoint](#)  
-- March 13, 2006

[Schwarzenegger Administration Unveils "Green California" Web Site](#)  
-- February 8, 2006

search  
My CA This Site

  
**GOVERNOR Schwarzenegger**  
Click To Visit His Home Page

**Strategic Sourcing Initiative**

  
**AMBER ALERT CALIFORNIA**

Find...  
[Solutions](#)  
[Doing Business](#)  
[About Us](#)

[State Telephone Directory](#)  
[Energy Alerts](#)  
[Asset Realignment](#)

Click on the CMAS link to search for CMAS vendors

Done Internet

start          1:33 PM

## How to find a CMAS Vendor

California Multiple Award Schedule (CMAS) Program - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://www.pd.dgs.ca.gov/cmas/default.htm>

Links Windows Windows Media All Printers CalPERS Business Connection Intranet

California Home Tuesday, April 4, 2006

Welcome to *California*

**DGS Home Page**  
**Procurement Home**  
**Selling to the State**  
**Direct Purchases**  
**Assisted Purchases**  
**Financial Marketplace**  
**Transportation**  
**Consulting**  
**Training**  
**Policy & Procedure**  
**Publications & Forms**  
**Site Map**  
**Contact Us**

**Procurement DGS** search  
My CA This Site

**The California Multiple Award Schedules (CMAS)**

**The California Multiple Award Schedules (CMAS)**

**CMAS Representatives**  
Telephone (916) 375-4363  
Fax (916) 375-4663  
[cmas@dgs.ca.gov](mailto:cmas@dgs.ca.gov)

- [State Agencies](#)
- [Local Governments](#)
- [Suppliers/Contractors](#)
- [CMAS Contractor Application Packet](#)
- [Model CMAS Terms and Conditions](#)
- [Product/Service Codes Listing](#)
- [Agency Information Packet](#)
- [CMAS Services Guide](#)
- [What's New](#)
- [CMAS Website Search Instructions](#)
- [Find a CMAS Contract](#)
- [Contact CMAS](#)

Click on the following link to open up the search criteria screen.

Done Internet

start Inbox - Microsoft Out... Document1 - Microsof... California Multiple Aw... 1:34 PM

## How to find a CMAS Vendor



## How to find a CMAS Vendor

CMAS Basic Search - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media RSS Print Mail News Groups

Address <http://www.applications.dgs.ca.gov/pd/search/main.asp>

Links Windows Windows Media All Printers CalPERS Business Connection Intranet

California Home Tuesday, April 4, 2006

Welcome to *California*

[DGS Home Page](#)  
[Procurement Home](#)  
[Selling to the State](#)  
[Direct Purchases](#)  
[Assisted Purchases](#)  
[Financial Marketplace](#)  
[Transportation](#)  
[Materials](#)  
[Records Management](#)  
[Consulting](#)  
[Training](#)  
[Policy & Procedure](#)  
[Publications](#)  
[Site Map](#)  
[Contact Us](#)

CMAS Basic Search

[Help](#) [Advanced Search](#)

Step 1. Select the alternative that best describes what you are looking for:

☒ CMAS Product/Service [View Products/Services](#)  
☐ Contractor Name

Step 2. Enter your Search:

Step 3. Check any that apply (Optional)

☐ Small Business (SB) ☐ Disabled Veteran Business Enterprise (DVBE)

Step 4.

Enter your search criteria:  
Select to search by product or contractor name.  
-OR-  
Select the options to search if it is a SB or DVBE  
Click on search

Done Internet

start 1:39 PM



## How to find a CMAS Vendor

CMAS Basic Search - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media RSS Print Mail

Address <http://www.applications.dgs.ca.gov/pd/search/main.asp>

Links Windows Windows Media All Printers CalPERS Business Connection Intranet

**California Home** Tuesday, April 4, 2006

Welcome to *California*

[DGS Home Page](#)  
[Procurement Home](#)  
[Selling to the State](#)  
[Direct Purchases](#)  
[Assisted Purchases](#)  
[Financial Marketplace](#)  
[Transportation](#)  
[Materials](#)  
[Records Management](#)  
[Consulting](#)  
[Training](#)  
[Policy & Procedure](#)  
[Publications](#)  
[Site Map](#)  
[Contact Us](#)

**CMAS Basic Search**

[Help](#) [Advanced Search](#)

**Step 1. Select the alternative that best describes what you are looking for:**

☐ CMAS Product/Service [View Products/Services](#)  
☒ Contractor Name

**Step 2. Enter your Search:**

**Step 3. Check any that apply (Optional)**

☒ Small Business (SB) ☐ Disabled Veteran Business Enterprise (DVBE)

**Step 4.**

Internet

start

## How to find a CMAS Vendor

CMAS Summarized Search Results - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites Media

Address <http://www.applications.dgs.ca.gov/pd/search/summary.asp>

Links Windows Windows Media All Printers CalPERS Business Connection Intranet

California Home Tuesday, April 4, 2006

Welcome to California

[DGS Home Page](#)  
[Procurement Home](#)  
[Selling to the State](#)  
[Direct Purchases](#)  
[Assisted Purchases](#)  
[Financial Marketplace](#)  
[Transportation](#)  
[Materials](#)  
[Records Management](#)  
[Consulting](#)  
[Training](#)  
[Policy & Procedure](#)  
[Publications](#)  
[Site Map](#)  
[Contact Us](#)

search  
My CA This Site

### CMAS Search Results

Contracts and Catalogs are not online. Please call contractor for more information.

[Search Within Results](#) [New Search](#) [Help](#) [Download Results](#)

Sort my results by: ☒ Contractor Name(Default) ☐ Contract Number ☐ Zipcode

There were 1 contracts(s) identified that met your search criteria

You were searching by Contractor Name for contracts containing: **business advantage**

<b>Contract Number:</b>	<a href="#">3-05-70-1294B</a>
<b>Contractor:</b>	BUSINESS ADVANTAGE CONSULTING
<b>Term Dates:</b>	05/01/05-06/30/07
<b>Current Supplement:</b>	SB
<b>Business Enterprise Type:</b>	DUANE CHENEY,916-501-7160
<b>Contact Name/Number:</b>	SACRAMENTO,CA,95814
<b>Location:</b>	

To verify the supplier's current business status,  
Please refer to the Office of Small Business and DVBCE Certification Internet Web Site at:  
[http://www.osmb.dgs.ca.gov/bis\\_queries/bis\\_queries\\_menu.asp](http://www.osmb.dgs.ca.gov/bis_queries/bis_queries_menu.asp)

Done Internet

start Inbox - Microsoft O... Document1 - Micros... Find a CMAS Contra... CMAS Summarized S... 1:46 PM

Your results will appear.  
Click on the "Contract Number" to view the detailed results



CMAS Summarized Search Results for BUSINESS ADVANTAGE CONSULTING - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail New Tab

Address http://www.applications.dgs.ca.gov/pd/search/summary\_detail.asp?cnum=305701294B

Links Windows Windows Media All Printers CalPERS Business Connection Intranet

[Selling to the State](#)  
[Direct Purchases](#)  
[Assisted Purchases](#)  
[Financial Marketplace](#)  
[Transportation](#)  
[Materials](#)  
[Records Management](#)  
[Consulting](#)  
[Training](#)  
[Policy & Procedure](#)  
[Publications](#)  
[Site Map](#)  
[Contact Us](#)

**CMAS Detail Results**

Contracts and Catalogs are not online, Please call contractor for more information.

[New Search](#)

**BUSINESS ADVANTAGE CONSULTING**

**Contract Number:** 3-05-70-1294B  
**Contractor:** BUSINESS ADVANTAGE CONSULTING  
**Current Supplement:**  
**Term Dates:** 05/01/05-06/30/07  
**Contact:** DUANE CHENEY, 916-501-7160 Ext:  
**Name/Number:**  
**Address:** 400 CAPITOL MALL  
 SUITE 900  
 SACRAMENTO, CA 95814  
**City/State/Zip:**  
**Hotlink:**  
**Email Address:** [DCHENEY@BUSINESS-ADVANTAGE-CONSULTING.CO](mailto:DCHENEY@BUSINESS-ADVANTAGE-CONSULTING.CO)  
**Business Enterprise Type:** SB [Verify SB/DVBE Status](#)  
**Product and Service Codes:**

Your results are now filtered

Description:	Code:
CONSULTING-APPLICATION DEVELOP	1020
CONSULTING-IT PROCESS REENGIN	1171
CONSULTING-IT PROJECT MGMT	1296
CONSULTING-IT STRATEGIC PLAN	1297
CONSULTING-DATABASE DESIGN	1361
CONSULTING-I V AND V	1366
CONSULTING-TRAINING DEVELOP	1404
CONSULTING-IT IMAGING STUDIES	1960

Done Internet

start [Taskbar icons] Inboxes - Microsoft O... Document1 - Micros... Find a CMAS Contra... CMAS Summarized S... 1:47 PM

## Locating events on the DGS website

Department of General Services - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail

Address <http://www.dgs.ca.gov/default.htm>

Links Windows Windows Media All Printers CalPERS Business Connection Intranet

California Home Tuesday, April 4, 2006

Welcome to **California**

**Department of General Services** 

@ your service...

**GOVERNOR Schwarzenegger**  
Click To Visit His Home Page

**Strategic Sourcing Initiative**

**AMBER ALERT CALIFORNIA**

Find...  
[Solutions](#)  
[Doing Business](#)  
[About Us](#)

[State Telephone Directory](#)  
[Energy Alerts](#)  
[Asset Realignment](#)

[DGS Home Page](#)  
[Services](#)  
[Strategic Sourcing Initiative](#)  
[State Surplus Property](#)  
[Contracts Register](#)  
[Capitol West Side Projects](#)  
[SAM](#)  
[SAM Management](#)  
[Memos](#)  
[Job Opportunities](#)  
[Examinations](#)  
[Search](#)  
[About DGS](#)  
[Directory](#)  
[Publications](#)  
[Contact Us](#)  
[Disclaimer](#)  
[DGS Press Releases](#)

[Auto Auctions](#)  
[Bid Opportunities](#)  
[Business Cards for State Employees](#)  
[CMAS](#)  
[Master Agreements](#)  
[Register a Purchase \(SCPRS\)](#)  
[State Meeting and Video Conference rooms](#)  
[School Construction](#)  
[Small Business and DVBE](#)  
[Standard Forms](#)  
[Surplus Vehicles, Property and Real Estate](#)  
[More...](#)

[State of California to Award System Integration Contract to BearingPoint](#)  
-- March 13, 2006

[Schwarzenegger Administration Unveils "Green California" Web Site](#)  
-- February 8, 2006

Click on the SB/DVBE link

start  Inbox - Microsoft Out... Department of Gener... Document1 - Microsof... 2:14 PM

## Locating events on the DGS website

**Small Business & DVBE Services Home (New) - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

Address <http://www.pd.dgs.ca.gov/smbus/default.htm>

Links Windows Windows Media All Printers CalPERS Business Connection Intranet

- [DVBE Business Utilization Plan](#) (Revised 5/04) (PDF)
- [DVBE Declarations, STD. 843](#)
- [DVBE Program Requirements, STD. 840](#) (Revised 9/15/03) (PDF)
- [DVBE Resource Packet](#) (Revised 11/04) (PDF)
- [Find Certified DVBEs](#)

**Small Business Participation**

- [About the Small Business Five Percent Bid Preference](#)
- [Achieving Small Business Participation](#)
- [Microbusiness Definition](#)

**More DVBE, Small Business, & Related Contracting Information**

- [SB/DVBE & Consulting Services Reports](#)
- [DVBE & Small Business Advocates](#)
- [Events](#)
- [Legislation & Executive Orders](#)
- [Prompt Payment Program](#)
  - [Nonprofit Organization Registration for Prompt Payment Benefits](#)
  - [Prompt Payment Rubber Stamp](#)
- [Publications](#)
- [Quarterly Announcements](#)
- [Related Websites](#)
- [Small Business/DVBE Newsletter](#) (Added 1/6/06)

**Need Help? Contact Us**

- [Office of Small Business and DVBE Services](#)

**Quick Links**

- [Departmental 810 Forms Received by DGS \(3/8/05\)](#)
- [Small Business Regulations](#)
- [State Agency Recognition Awards \(SARA\) \(2005\)](#)
- [Best SB/DVBE Practices](#)
- [DVBE Program Changes \(Eff. 1/1/04\)](#)
- [AB 669 Impact on Small Businesses & DVBEs; & SB 1008 Impact on DVBEs](#)

**Business Opportunities**

- [Establishing a Business in California](#)
- [How to Do Business With the State](#)
- [California Multiple Award Schedule \(CMAS\)](#)
- [California State Contracts Register \(CSCR\)](#)
- [California Strategic Sourcing Initiative \(CSSI\)](#)
- [CSCR Contractor Advertisements](#)
- [CSCR Subscription Outreach Service \(SOS\)](#)
- [State Commodity Contracts](#)
- [State Master Agreements](#)

Scroll down the page and about half way down under "quick links" you will see the link for SB & DVBE events

start | Internet | 2:17 PM

## Locating events on the DGS website

**DVBE and Small Business Events - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media RSS Mail Print W Word People

Address <http://www.pd.dgs.ca.gov/recipro/events.htm>

Links Windows Windows Media All Printers CalPERS Business Connection Intranet

California Home Tuesday, April 4, 2006

Welcome to **California**

**DGS Home Page**  
[Procurement Home](#)  
[Selling to the State](#)  
[Direct Purchases](#)  
[Assisted Purchases](#)  
[Financial Marketplace](#)  
[Transportation](#)  
[Consulting](#)  
[Training](#)  
[Policy & Procedure](#)  
[Publications & Forms](#)  
[Site Map](#)  
[Contact Us](#)

**Procurement DGS**

search  
 My CA This Site

**DVBE and Small Business Events**

The Department of General Services (DGS), Office of Small Business and DVBE Services (OSDS) is committed to expanding statewide outreach for DVBEs and small businesses through education and business opportunity enhancements.

**Events Involving DGS Participation**

The DGS-OSDS is participating in the following events. Please check back often as events are frequently updated.

**Related Links**  
[SB/DVBE Services Home](#)

**Sacramento Area**

Day/Date	Time	Place	Event Name	Sponsor(s)	Information
Tues. 4/11	12:00 pm-2:00 pm	The Elegant Garden 8999 Greenback Lane Orangevale, CA	Central Valley DVBE Network Luncheon	Central Valley DVBE Network	For more info, call Gary Herbold at 916.714.0680 or click <a href="#">here</a> .
Tues. 4/11	8:30 am – 4:30 pm	Sierra College Rocklin Campus 5000 Rocklin Rd. Rocklin, CA 95677	Change Management : Using Change to Increase Your Business Market	Sierra College Small Business Development Center	For more info, click <a href="#">here</a> or call 530.885.5488
Tues. 5/9	12:00 pm-2:00 pm	The Elegant Garden 8999 Greenback	Central Valley DVBE Network Luncheon	Central Valley DVBE Network	For more info, call Gary Herbold at 916.714.0680

**DGS**

Done Internet

start Inbox - Microsoft Out... DVBE and Small Busin... Document1 - Microsof... 2:19 PM

As you scroll through the page, you will see all the events for California. – Click on the link under information for details on the event.

## How to locate SB/DVBE advocate

Department of General Services - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media RSS Print Mail

Address <http://www.dgs.ca.gov/default.htm>

Links Windows Windows Media All Printers CalPERS Business Connection Intranet

California Home Tuesday, April 4, 2006

Welcome to **California**

**Department of General Services** DGS

@ your service...

**GOVERNOR Schwarzenegger**  
Click To Visit His Home Page

**Strategic Sourcing Initiative**

**AMBER ALERT CALIFORNIA**

**Find... Solutions Doing Business About Us**

**State Telephone Directory**

**Energy Alerts**

**Asset Realignment**

**DGS Home Page**

**Services**

[Strategic Sourcing Initiative](#)

[State Surplus Property](#)

[Contracts Register](#)

[Capitol West Side Projects](#)

**SAM**

[SAM Management](#)

[Memos](#)

[Job Opportunities](#)

[Examinations](#)

[Search](#)

[About DGS](#)

[Directory](#)

[Publications](#)

[Contact Us](#)

[Disclaimer](#)

[DGS Press Releases](#)

[Auto Auctions](#)

[Bid Opportunities](#)

[Business Cards for State Employees](#)

[CMAS](#)

[Master Agreements](#)

[Register a Purchase \(SCPRS\)](#)

[State Meeting and Video Conference rooms](#)

[School Construction](#)

[Small Business and DVBE](#)

[Standard Forms](#)

[Surplus Vehicles, Property and Real Estate](#)

[More...](#)

[State of California to Award System Integration Contract to BearingPoint](#)  
-- March 13, 2006

[Schwarzenegger Administration Unveils "Green California" Web Site](#)  
-- February 8, 2006

Click on the following link "Small Business and DVBE"



## How to locate SB/DVBE advocate

Small Business & DVBE Services Home (New) - Microsoft Internet Explorer

Address: <http://www.pd.dgs.ca.gov/smbus/default.htm>

Links: Windows, Windows Media, All Printers, CalPERS Business Connection Intranet

- [DVBE Business Utilization Plan](#) (Revised 5/04) (PDF)
- [DVBE Declarations, STD. 843](#)
- [DVBE Program Requirements, STD. 840](#) (Revised 9/15/03) (PDF)
- [DVBE Resource Packet](#) (Revised 11/04) (PDF)
- [Find Certified DVBEs](#)

**Small Business Participation**

- [About the Small Business Five Percent Bid Preference](#)
- [Achieving Small Business Participation](#)
- [Microbusiness Definition](#)

**More DVBE, Small Business, & Related Contracting Information**

- [SB/DVBE & Consulting Services Reports](#)
- [DVBE & Small Business Advocates](#)
- [Events](#)
- [Legislation & Executive Orders](#)
- [Prompt Payment Program](#)
  - [Nonprofit Organization Registration for Prompt Payment Benefits](#)
  - [Prompt Payment Rubber Stamp](#)
- [Publications](#)
- [Quarterly Announcements](#)
- [Related Websites](#)
- [Small Business/DVBE Newsletter](#) (Added 1/6/06)

**Need Help? Contact Us**

- [Office of Small Business and DVBE Services](#)

**Quick Links**

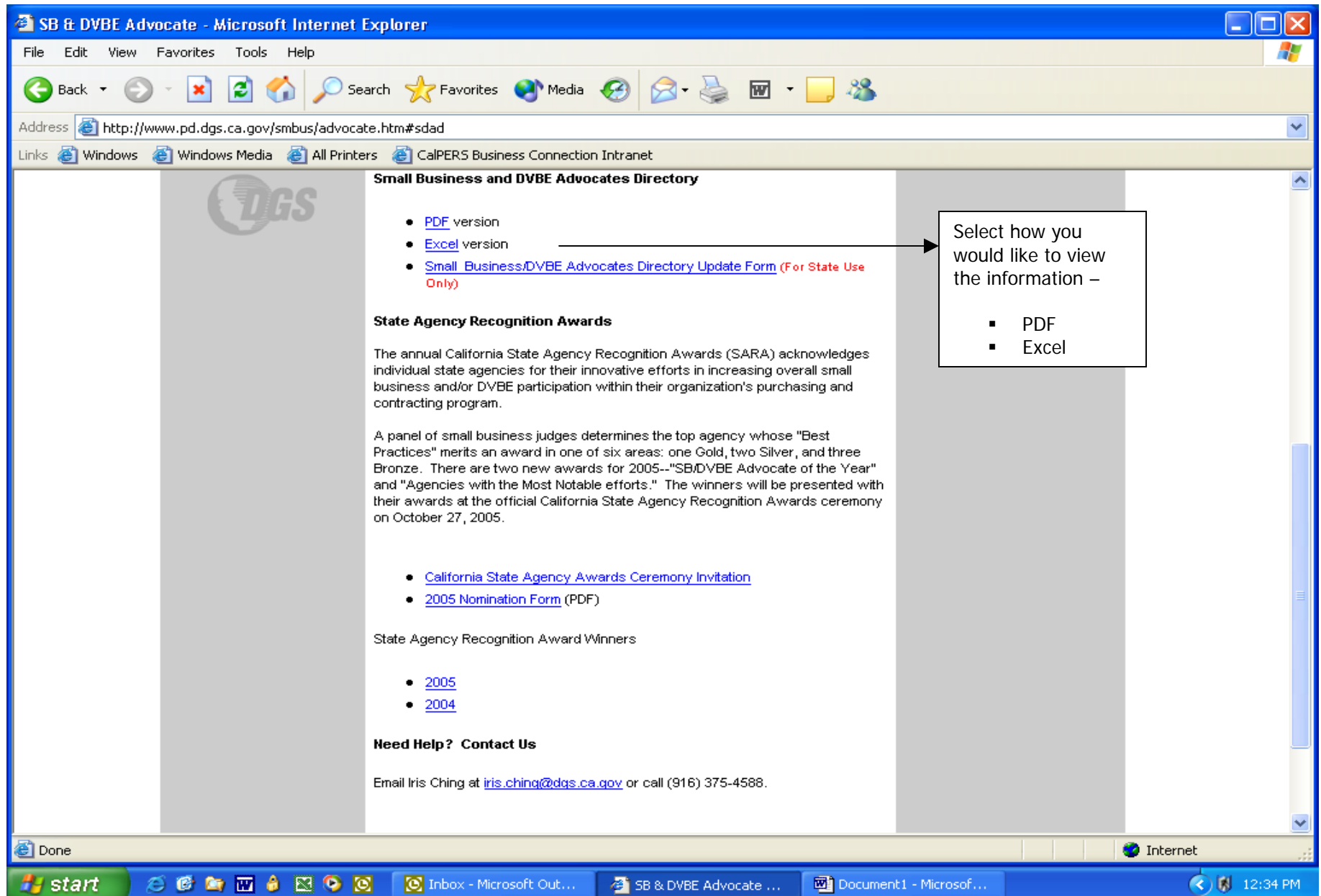
- [SB & DVBE Advocates Directory](#)
- [SB & DVBE Events](#)
- [KTP/OBE, May 3-4, 2006](#)

**Business Opportunities**

- [Establishing a Business in California](#)
- [How to Do Business With the State](#)
- [California Multiple Award Schedule \(CMAS\)](#)
- [California State Contracts Register \(CSCR\)](#)
- [California Strategic Sourcing Initiative \(CSSI\)](#)
- [CSCR Contractor Advertisements](#)
- [CSCR Subscription Outreach Service \(SOS\)](#)
- [State Commodity Contracts](#)
- [State Master Agreements](#)

Under the quick links section: Click on "SB & DVBE Advocates Directory"

## How to locate SB/DVBE advocate



## How to locate SB/DVBE advocate

Small Business and Disabled Veteran Business Enterprise Advocates

<b>AGING, DEPARTMENT OF</b> BUSINESS SERVICES UNIT STEPHEN SANCHEZ 1600 K ST SACRAMENTO, CA 95814 (916) 322-3575 Fax: (916) 327-3661 ssanchez@aging.ca.gov	<b>ALCOHOLIC BEVERAGE CONTROL</b> FINANCIAL MANAGEMENT LARRY MILLS 3927 LENNANE DRIVE, STE 100 SACRAMENTO, CA 95834 (916) 419-2595 Fax: (916) 419-2599 larry.mills@abc.ca.gov
<b>AGRICULTURAL &amp; LABOR RELATIONS BOARD</b>  J. ANTONIO BARBOSA 915 CAPITOL MALL, THIRD FLOOR SACRAMENTO, CA 95814 (916) 653-3741 Fax: (916) 653-8750 jbarbosa@alrb.ca.gov	<b>ARTS COUNCIL, CALIFORNIA</b>  THOMAS CHIN 1300 I ST STE 930 SACRAMENTO, CA 95814 (916) 322-6363 Fax: (916) 322-6575 tchin@caartscouncil.com
<b>AGRICULTURAL &amp; LABOR RELATIONS BOARD</b>  SALLIE MC CARTHER 915 CAPITOL MALL, THIRD FLOOR SACRAMENTO, CA 95814	<b>BOATING AND WATERWAYS</b> ADMINISTRATIVE SERVICES DIVISION MARVIN NEWSOME 2000 EVERGREEN ST STE 100 SACRAMENTO, CA 95815-3888

1 of 17 8.5 x 11 in

start [Taskbar icons] SB & DVBE Advocat... http://www.docume... how to find SB\_DVB... 12:41 PM



# The "Intra-net" as a Resource for Department Staff



Your department's intranet is the perfect launch pad to provide quick hints, FAQ information, web-links, and SB/MB/DVBE program statistics, reports, newsletters, procedures, policy, forms and templates to buyers and contract analysts in your department. It has the potential to become the central point of information dissemination for your SB/MB and DVBE programs making you a more effective program advocate.

An intranet website used as a tool offers both an outreach mechanism and a platform for educating and informing staff and management about how to better include small and DVBE businesses in your department's formal and informal purchases and contract efforts.

As you develop a website, you may want to consider some of the following ideas to include in your overall website design.

## WHAT INFORMATION IS VALUABLE AS A FEATURE OR TRAINING MECHANISM?

The possibilities of just what to include are only limited by one's imagination. Consider the following questions to assist with the development of intranet site ideas or concepts:

- Does your department have written program guidelines and policies? Have you considered making this information available through your website as PDF documents for easy staff reference?
- What does purchasing or contracting staff need most to assist them to include more small and DVBE businesses? Create a FAQ and "Tips" document for easy reference.
- How are program requirements and information currently disseminated? Is it feasible to broadcast new information through your website?
- How are changes to the SB/DVBE programs currently broadcast in your department? Do you broadcast through email? Can you create "SB/DVBE program news briefs" and make them available from the website?
- Are there prepared "how-to" documents for staff – such as reviewing a good faith effort, taking advantage of the SB/DVBE Bid Option opportunity, and how to locate suitable SB/DVBE contractors for solicitation purposes? These can be made into PDF documents and easily linked to the website for fast reference.

- How about department SB/DVBE program newsletters? Accessed through a website, this is a great mechanism to disseminate program changes, accomplishments, awards, statistics, etc.

In creating an SB/DVBE intranet site – think about directly linking to the following web-links to further assist staff:

- OSDS Website for immediate:
  - SB and DVBE Program Information
    - SB and DVBE certification applications
    - DVBE program Resource Information Packet
    - Certified Firm Keyword Search
  - California State Contract Register
- Contact link for emailing the Department Advocate

Create and post the following types of PDF documents for department staff to download and print:

- Brochures or flyers that outline how to do business with your department
- Frequently Asked Questions & Answers about your department's program(s)
- A list of services and commodities your department routinely uses
- A contact list of certified SB and DVBE contractors for routinely purchased services or commodities
- Specialized instructions relative to your department's management of the SB and DVBE programs
- Guidelines/forms for evaluating a contractor's "Good Faith Effort"
- SB/DVBE Program Newsletters and Announcements

In developing a website, don't reinvent the wheel! Networking with other advocates to see what they've done can take a lot of the effort, and pondering, out of the development aspect of creating your website. There are some great ideas already in place – look for those and see what can really be readily adopted for your website, and then work on those details that are specific to your program. For more ideas on developing your department website see Section - \_\_\_\_\_, Websites in the SB/DVBE Advocate Toolkit.